

Minimum Qualifications and Requirements for ECEAP Contractors

Organizations applying to become ECEAP Contractors must agree to meet the minimum qualifications and requirements listed below. This is not an exhaustive list and is subject to change based on legislative action and agency needs. See the ECEAP Readiness Assessment for details on ECEAP models.

1. The applicant must:

- A. Be a public or private organization, including, but not limited to school districts, educational service districts, community and technical colleges, private businesses, local governments, or nonprofit organizations (per RCW 43.215.415). Sectarian organizations must comply with all ECEAP requirements including classrooms and classroom practices free of an religious symbolism and no religious activities in the curriculum. This does not preclude children or families from sharing their traditions.
- B. Be licensed to do business in the state of Washington.
- C. Demonstrate capacity to operate an early learning program in compliance with ECEAP requirements (the [ECEAP contract](#) and [Performance Standards](#)).

2. Applicant proposals must be based on the following minimum number of ECEAP slots:

- A. Each contractor must have a minimum of 40 total new and existing ECEAP slots after expansion.
- B. There is no slot minimum per ECEAP site; the 40 slot minimum is per Contractor.
- C. 2014-15 ECEAP Contractors in good standing are exempt from the 40 slot minimum.
- D. Organizations that cannot serve 40 slots alone are encouraged to affiliate with another organization to apply and share infrastructure costs, or seek Subcontractor status with an existing ECEAP Contractor that is applying for ECEAP expansion slots.
- E. However, applicants that chose to maintain a 1:9 ratio may submit an application with a minimum of 36 slots.

3. The applicant must agree to meet Early Achievers participation timelines for ECEAP. These timelines are subject to change based on legislation. All ECEAP Contractors must:

- A. Attend the Early Achievers Orientation by July 15, 2015.
- B. Complete Early Achievers registration by August 1, 2015.
- C. All new 2015-16 ECEAP sites must rate Level 4 or 5 by August 1, 2016
- D. Sites operating ECEAP prior to July 1, 2015 must rate Level 4 or 5 by January 1, 2016

4. Applicants choosing to subcontract all or a portion of awarded slots must ensure the following:

- A. Contractors must pass through enough funds to the Subcontractor to ensure high-quality comprehensive services.
- B. Subcontractors may not in turn subcontract any ECEAP services with another organization. For example Contractor A subcontracts the classroom and family support

services with Subcontractor B.. Subcontractor B cannot in turn subcontract any ECEAP services (such as family support) with any other entity. However, they could choose to purchase services from Contractor A.

5. Applicants must have signed letters of support from neighboring Head Start/ECEAP organizations.

Applicant must submit individual letters of support from each of their neighboring Head Start grantees/ ECEAP contractors acknowledging they are aware of, and support the Applicant in their plan to apply for ECEAP slots and that they understand Applicant will be serving **XX** number of ECEAP children from the shared larger community.

6. Applicants must agree to complete an expedited child care licensing process if required by legislation and/or funding.

DEL will base the expedited process on the Early Achievers quality framework and aligned ECEAP requirements and licensing rules

7. Applicants must submit the names and contact information of primary community partners.

This includes community organizations such as health care providers (health clinics, oral health providers, medical providers, mental health, nutrition providers, hospitals) local school districts, child care providers, social service organizations (food or clothing banks, energy assistance, WIC, local resource and referral agencies), local community colleges, libraries, county extension programs, special education and early intervention agencies.

8. Applicants must submit specific information of actual sites which includes:

- A. Floor plans and certificate of occupancy for each site that is not currently licensed by DEL for child care, but would be subject to child care licensing if awarded ECEAP slots. These documents must establish sufficient square footage for the class sizes.
- B. If necessary, written agreements with building managers, superintendents, landlords, etc. regarding the location of the ECEAP class and class start dates.
- C. Early Achievers participation status of each site that will have ECEAP slots.
- D. Site address, including zip code.
- E. School district and county the site address is within.
- F. Tribal affiliation, if any.
- G. If applicable, the DEL license number.

9. Applicants must have a detailed plan to meet the minimum hours of service.

- A. Include a daily class schedule. Separate this by site, if schedules vary by site.
- B. Include a detailed calendar:
 - 1) For sites with Full School Day slots: include a school year calendar showing actual days of class, and any days of no classes including teacher in-service, planning or professional development, or parent teacher conference days.

- 2) For sites with Extended Day slots: include an annual calendar showing actual days of class, and any closure days for vacation or holidays, teacher professional development, planning etc. and days of no classes for parent teacher conferences or staff meetings, etc.
- 3) For sites with Part Day slots: Include a school year calendar showing actual days of class, and any days of no classes including teacher in-service, planning or professional development, or parent teacher conference days.

10. Applicants must submit detailed plans for:

- A. Recruiting eligible children and families, including strategies and locations .
- B. Fully enrolling ECEAP classes and entering all enrolled children in the ELMS data system by September 30.
- C. Maintaining full enrollment, with a current waiting list in ELMS.
- D. Starting ECEAP preschool classes no later than September 30 of each fiscal year.
Exception: new sites that require renovation or remodeling may begin classes on November 30, if approved. However, all children must be enrolled in ELMS by September 30, with expected start dates, even if they will start class on November 30.

11. Applicants cannot be both an ECEAP Contractor and Subcontractor once their application has been approved for 2015-16.

- A. Successful applicants cannot be both an ECEAP Contractor and continue as a Subcontractor under a different ECEAP Contractor.
- B. If an Applicant is a current ECEAP Subcontractor, the Applicant needs to notify their ECEAP Contractor of their intent to apply.
- C. The applicant must submit a plan to DEL for returning all equipment purchased by the ECEAP Contractor and a plan for how they will equip their program as a stand-alone Contractor.

12. Applicants must complete all fields of the ECEAP Expansion Request for Application according to the directions.

Questions? Email eceap@del.wa.gov